

Name of Person Filing: \_\_\_\_\_  
Your Address: \_\_\_\_\_  
Your City, State, Zip Code: \_\_\_\_\_  
Your Telephone Number: \_\_\_\_\_  
ATLAS Number (if applicable): \_\_\_\_\_  
Attorney Bar Number (if applicable): \_\_\_\_\_  
Representing ☐ Self (Without an Attorney) or ☐ Petitioner or ☐ Respondent

**SUPERIOR COURT OF ARIZONA  
MARICOPA COUNTY**

Case No.: \_\_\_\_\_  
Name of Petitioner/Plaintiff \_\_\_\_\_

**SUMMONS**

Name of Respondent/Defendant \_\_\_\_\_

**WARNING: This is an official document from the court that affects your rights. Read this carefully.  
If you do not understand it, contact a lawyer for help.**

**FROM THE STATE OF ARIZONA TO** \_\_\_\_\_  
Name of Respondent/Defendant

1. A lawsuit has been filed against you. A copy of the lawsuit and other court papers are served on you with this **"Summons"**.
2. If you do not want a judgment or order taken against you without your input, you must file an **"Answer"** or a **"Response"** in writing with the court, and pay the filing fee. If you do not file an **"Answer"** or **"Response"** the other party may be given the relief requested in his/her Petition or Complaint. To file your **"Answer"** or **"Response"** take, or send, the **"Answer"** or **"Response"** to the Office of the Clerk of the Superior Court, 201 West Jefferson Street, Phoenix, Arizona 85003-2205 or the Office of the Clerk of the Superior Court, 222 East Javelina Drive, Mesa, Arizona 85210-6201 or Office of the Clerk of Superior Court, 14264 W. Tierra Buena Lane, Surprise, Arizona, 85374. Mail a copy of your **"Response"** or **"Answer"** to the other party at the address listed on the top of this Summons.
3. If this **"Summons"** and the other court papers were served on you by a registered process server or the Sheriff, within the State of Arizona, your **"Response"** or **"Answer"** must be filed within **TWENTY (20) CALENDAR DAYS** from the date you were served, not counting the day you were served. If this **"Summons"** and the other papers were served on you by a registered process server or the Sheriff outside the State of Arizona, your Response must be filed within **THIRTY (30) CALENDAR DAYS** from the date you were served, not counting the day you were served. Service by a registered process server or the Sheriff is complete when made. Service by Publication is complete thirty (30) days after the date of the first publication.
4. You can get a copy of the court papers filed in this case from the Petitioner at the address at the top of this paper, or from the Clerk of the Superior Court at the address listed in Paragraph 2 above.

5. Requests for reasonable accommodation for persons with disabilities must be made to the office of the judge or commissioner assigned to the case, at least five (5) days before your scheduled court date.

**SIGNED AND SEALED this date**

\_\_\_\_\_  
**MICHAEL JEANES, CLERK OF COURT**

By \_\_\_\_\_  
Deputy Clerk